

## MINUTES

### UTAH PROFESSIONAL EMPLOYER ORGANIZATION LICENSING BOARD MEETING

AUGUST 23, 2000

Room 205 – 2nd Floor – 9:00 A.M.  
Heber Wells Building

**CONVENED:** 9:10 A.M.

**ADJOURNED:** 12:30 P.M.

**Bureau Manager:**  
**Board Secretary:**

David Fairhurst  
Karen McCall

**Board Members Present:**

B. Dawn Larsen  
Ray Phillips, Public Member  
Terry A. Ficklin  
James E. Harward

**Board Members Absent:**

One Vacant Position

**Guests:**

Doug Borba, Department Director  
Klare Bachman, Department Deputy Director  
Gary Bowen, Division Director  
Ray Walker, Division Enforcement Counsel  
Steve Graham  
Bill Pendleton  
Rob MacPherson

#### **TOPICS FOR DISCUSSION**

#### **DECISIONS AND RECOMMENDATIONS**

##### **ADMINISTRATIVE BUSINESS:**

Swearing In of Ray Phillips as a Board Member

Mr. Fairhurst conducted the swearing in of Ray Phillips as a board member. **Board members welcomed Mr. Phillips.**

Chairperson

Ms. Larsen nominated Mr. Ficklin as chairperson. Mr. Phillips seconded the motion. **The board vote was unanimous.**

Read and Approve the April 27, 1999 Minutes

Mr. Phillips made a motion to approve the minutes as read. Ms. Larsen seconded the motion. **The board vote was unanimous.**

Read and Approve the May 25, 1999 Minutes

Ms. Larsen made a motion to approve the minutes as read. Mr. Phillips seconded the motion. **The board vote was unanimous.**

Read and Approve the November 2, 1999 Minutes

Mr. Phillips made a motion to approve the minutes as read. Ms. Larsen seconded the motion. **The board vote was unanimous.**

Read and Approve the November 16, 1999 Minutes

Ms. Larsen made a motion to approve the minutes as read. Mr. Phillips seconded the motion. **The board vote was unanimous.**

Read and Approve the April 12, 2000 Minutes

Mr. Phillips made a motion to approve the minutes as read. Ms. Larsen seconded the motion. **The board vote was unanimous.**

## **NEW BUSINESS:**

## **CORRESPONDENCE:**

Division Correspondence

The board reviewed the following correspondence:

1. The division's response and approval to Wayne Fuller, APS Advanced Payroll Solutions, regarding a change in ownership. **No action taken.**

## **DISCUSSION ITEMS:**

Quarterly Reports and Year End Audited Financial Reports

Mr. Fairhurst discussed the delinquency of submitting the required quarterly reports. Out of 62 licensees there are 21 delinquent. Out of the 21 delinquent there were 8 of those delinquent last year. The law states that the division will not renew the license if the PEO is delinquent on the quarterly report.

Mr. Fairhurst discussed the annual audited financial reports being submitted for renewal of license.

Mr. Fairhurst stated that the division has the option of renewing a license; issuing a conditional denial; a denial; or a limited license.

**Ms. Larsen made a motion that the division not issue limited licenses.**

**Mr. Phillips seconded the motion. The board vote was unanimous.**

Annual Meeting of the Boards

**The board noted the information regarding the annual meeting of the boards to be held October 28, 2000 from 8:30 am to 12:30 pm at the Capitol Building Auditorium.**

**NEXT MEETING SCHEDULED FOR:**

None scheduled at this time.

**MEETING ADJOURNED AT:**

12:30 P.M.

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Date Approved

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Chairperson, Utah Professional Employer  
Organization Licensing Board

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Date Approved

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Bureau Manager, Division of Occupational &  
Professional Licensing